



Manager's Report

for Council Meeting July 8, 2003

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Bucky Fields and Co
Catoctin Gardens
Edge Photography Studio, The
Freedom Auto Sales (new owner)
Hunt Country Homes, Inc
Laura's Clean Service
Louis A Bernard, Attorney at Law, CPA
Midas Auto Service Experts (new owner)
Minuteman Press of Leesburg
Schinkelwitz, Bruce Wilhelm
Stock, King, Glenney
Tinta, Marlon V

HUMAN RESOURCES

New Hires and Terminations for the period June 21 through July 4, 2003

New Hires

Alexandra Shabelski
William Dickey

Position

Management Intern
Utility Compliance Officer

Department

Town Manager
Utilities Administration

Resignations

Phil Rodenberg
Doug McNeeley

Position

Deputy Town Manager
Airport Director

Department

Town Manager
Airport

Training

On June 12, 2003 – VML Safety Program Development Workshop, Safety Committees and Self-Inspections – Harrisonburg, VA.

Attended by: S&H Coordinator Nancy Fixx
S&H Chairman Rodney V. Lloyd
S&H Vice-Chair John Lyons
S&H Secretariat Bonnie Darr

ZONING DIVISION

ZONING PERMITS ISSUED 03-846-03-900

ZONING PERMITS ISSUED RESIDENTIAL

Edwards Landing - 1 SFD @ \$200,000 6 SFA @ \$100,000
Hamlets @ Leesburg - 2 SFA-Duplex @ \$120,000
Kincaid Forest - 3 SFD @ \$100,000
Potomac Crossing - 2 SFD @ \$105,000
Waverly Heights - 1 SFD @ \$130,000
Stratford 2 SFA-Duplex @ \$80,000

ZONING PERMITS ISSUED COMMERCIAL

991 Sycolin Rd, S.E. Repair to Hanger Leesburg Mun/Airport @ \$70,000
750 Miller Drive SE Interior fit-up @ \$29,000 Leesburg Air Park
50 Catoctin Circle, NE interior fit-up @ \$45,000 Leesburg Office Park
50 Catoctin Cir. NE interior fit-up @ \$4000,00 Leesburg Office Park

OCCUPANCY PERMITS ISSUED RESIDENTIAL

Kincaid Forest - 2 SFD 2 SFA
Stratford - 4 SFD 9 SFA
Potomac Crossing - 2 SFD
Edwards Landing - 3 SFD
Stowers - 7 SFD

OCCUPANCY PERMITS ISSUED COMMERCIAL

1011 Edwards Ferry RD NE Comm/Interior fit in Starbucks Battlefield Shopping Ctr.
1011 Edwards Ferry RD NE Comm/Interior fit in Starbucks Battlefield Shopping Ctr.
1011 Edwards Ferry RD NE Comm/Interior fit in Starbucks Battlefield Shopping Ctr.
1013 Edwards Ferry RD NE Comm/Interior fit in Starbucks Battlefield Shopping Ctr.
1015 Edwards Ferry RD NE Comm/Interior fit in Quzinos Battlefield Shopping Ctr.
1011 Edwards Ferry RD NE Comm/Interior fit in Starbucks Battlefield Shopping Ctr.
50 Catoctin Circle NE, Leesburg Office Park, Interior fit in office
50 Catoctin Circle NE, Suite 101 Leesburg Office Park Interior fit in

Special Exceptions

SE 2002-08: Holy Trinity Lutheran Church - Located at 605 W. Market Street. This application is for the expansion of the chapel area and childcare center area. A public hearing before the Town Council was held at the June 24, 2003 meeting. The Council is expected to vote on this application at the July 8th meeting.

SE 2002-07: Star Pontiac, Buick & GMC - Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-12: KFC/A&W. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing

Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.

SE 2003-02: Leesburg Auto Finance Annex - Located at 310 Parker Court. This application is for a vehicle sales, service and storage facility use. A public hearing before the Planning Commission was scheduled for July 3, 2003, but has been postponed to a future date (not specified) as the applicant continues to work with staff to resolve various issues.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Town Council voted to approve ZM-159, TP 02-01 and SE 2002-13 at the June 10, 2003 council meeting.

ASE/Airport Commerce Park - Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. Staff received revised plans on May 16, 2003. The plans are currently under review. The public hearing before the Planning Commission is scheduled for July 17, 2003.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. No public meetings are scheduled at this time.

PLANNING DIVISION

Nothing reported.

WATER & SEWER ADMINISTRATION

During this time frame (6/3/03 thru 6/30/03) there were 71 Public Facility Permits issued totaling \$1,169,696.00, 90 work orders issued for meter sets and 75 requests for occupancy inspection were issued.

Capital Projects Update

- Sewer System Improvements – Cardinal Park and Phase II project have been completed. Contractor is performing punch list work. We are awaiting final invoice and contract close out.
- During this period, three plans were received for review within the service area, and one request was processed for water and sewer system modeling.

- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant (WPCP) are in progress and proceeding according to schedule.
- The final plans have been received and reviewed for the Utility Lines Division (ULD) maintenance facility. Copies are being forwarded to reviewing agencies.
- Preliminary report for Woodlea Mini-Pressure Zone has been received and is under review.
- Preliminary report for extension of water to Leeland Heights has been received and is under review.
- Preliminary report for improvements to Western Pressure Zone Booster Station has been received and is under review.

UTILITY LINES DIVISION

Installations made during this period:

Install new sludge line at WPCF.

Training

Tom Chaffins attended Excel Class at the office.

Mary Fishback conducted basic First Aid Training at town shop.

WTP held training on “sample taking” for Utility Inspectors.

Routine items include: turn on's and off's; water meter readings; complaint investigations; rodding & cleaning sanitary sewer trouble spots; marked w/s lines for contractors & citizens; vehicle & ditch maintenance; bush hogging.

Summary Programs

New connections to town utility system: 27

Total number of water leak repairs_2

Responded to 523 requests to locate utilities (Miss Utility)

TOWN OF LEESBURG

Full-time vacancies as of July 4, 2003

[illegible]

Manager's Report

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July 8, 2003

Eng & PW	1	Senior Engineer	7/1/02	√	√	Frozen**			
	1	Maintenance Worker II	6/9/03	√	√				
	1	Maintenance Worker I	5/27/03	√	√	√	√	√	
Finance	1	Parking Booth Attendant	5/19/03	√	√				
	1	Accounting Associate I	5/28/03	√	√				
P&Z	1	Sr Planner (2 nd recruitment)	7/1/02	√	√				
	1	Sr Planner	7/1/02	√	√	√	√	On hold	
	1	Planner	7/1/02	√	√	√	Frozen*		
	1	Planning Assistant	2/10/03	√	√	On hold			
Police	1	Admin Assoc II	12/1/02	√	√	Frozen**			
	1	Police Officer	3/20/03	√	√	√			
	1	Police Officer	6/7/03	√	√	√			
	1	Communications Tech I	5/29/03	√	√				
Util Admin	1	Senior Engineer	7/1/02	*On hold					
WPCF	1	Equipment Operator	4/9/03	√	√				
	1	Asst Superintendent Ops	7/1/03	√	√				
	1	Util Maint Wrkr III	7/1/03	√					
TOTAL	21								

*On hold = Department is not actively recruiting this position.

**Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.

R. S. Noe